



# Non-Merit Job Vacancy Announcement

## **EMERGENCY MANAGEMENT DUTY OFFICER**

<b>Pay Grade:</b>	10	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$12.345 - \$16.355	<b>Work Schedule:</b>	Sunday - Saturday
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	40 Hours

**Agency:** Department Of Military Affairs - Division Of Emergency Management  
**Work Address:** 110 Minuteman Parkway - CEOC Building, Frankfort, KY 40601  
**Work County:** Franklin

### **AGENCY COMMENTS:**

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

### **DESCRIPTION OF JOB DUTIES:**

Serves as initial contact for the Kentucky Emergency Operations Center, which serves as the 24 hour warning point for the Commonwealth; coordinates multiple communication resources to facilitate interaction with callers requesting emergency and/or non-emergency response or services from federal, state and/or local public safety, public service and/or emergency response entities; identify nature/scope/complexity of the program through appropriate/time efficient questions of caller; take critical information gained and correctly document in specified computer system/programs; make notifications to appropriate federal/state/local agencies including non-government organizations utilizing means according to established protocols; serves as call center for various state agencies; process all incoming inquiries and make referrals to appropriate federal/state/local government agencies and non-government organizations; maintain awareness of available resources to be able to quickly refer to detailed printed and electronic reference materials; receives/disseminates weather warning information to staff, agencies and entities as defined by protocol; screen all incidents for significance/relevance; make appropriate notifications to management regarding incidents determined by protocol so Governor/Adjutant General may be briefed as appropriate; verifies correct operation of equipment in the Emergency Operations Center (EOC); requests repairs of malfunctioning equipment and notifies supervisor of malfunction; troubleshoots failures when possible; assures sensitive information is maintained in a confidential/professional manner; communicates sensitive information only with appropriate sources that have been identified by protocol or approved by their supervisor; monitors/supports federal/state/local agencies with monitoring/tracking of intrastate transport of private/government shipments of nuclear/radiological materials; must attend training and exercises as directed and assist with the staffing and operation of the mobile command post and the EOC as directed; responsible for providing building security by operating/monitoring sophisticated security systems/cameras by granting door access after-hours for staff/visitors according to protocols established in standard operating procedures; communicates with security officers regarding issues identified as concerning; monitors/operates FEMA National Radio System and Amateur Radio equipment as needed; performs other duties as assigned.

**MINIMUM REQUIREMENTS:****EDUCATION:**

High School graduate.

**EXPERIENCE:**

Must have one year of experience in law enforcement, fire fighting, emergency medical technician experience, operation of communication equipment or in emergency response operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

None.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 10/31/2016 )**

[Posted on: 10/22/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Crystal Simpson

**Contact Method:** 502-607-1541 or  
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL

PC/DHRA  
May 2016

*ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*